



Portsmouth, Virginia Police Department General Orders Manual

Budget Preparation			ADM	50
Effective:	03.05.12			1 page
Supersedes:	New	CALEA: 17.1.1, 17.2.1, 17.2.2		
APPROVED: Edward G. Hargis, Chief of Police				

PURPOSE: To establish policy and procedure for preparation of the Police Department budget. The budget is prepared under the direction of the City Manager under the procedures detailed below.

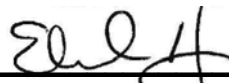
POLICY: It is the Police Department's policy to prepare a budget each year to plan and account for its expenses.

PROCEDURES:

I. Budget Preparation

- A. The office of the City Manager provides guidance for each city department for preparation and submission of its budget. The Department will conform with this guidance.
- B. The Chief of Police is designated by the City Manager with the authority and responsibility for the fiscal management of the Police Department. (17.1.1)
- C. The Chief of Police is responsible for budget preparation and management for the Police Department. (17.2.1)
- D. Internally, under the guidance as published by the City Manager, each component of the Department will submit its budget request through the chain of command to the Chief for review. (17.2.2)

APPROVED: _____


Edward G. Hargis, Chief of Police